



U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval for Retirement
Under
5 USC 8336(c) and 8412(d)

☒ Approved under the Civil Service Retirement System, 5 USC 8336(c)

☒ Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary Administrative

Bureau: of Land Management, Bureau

Classification Title: Range/Forestry Technician

Organization Title: (Logistics Coordinator)

Position Number: F223 Series and Grade: GS-0455/0462-05/06

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary administrative coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested. This position has been approved by OPM at the GS-07 level.

This position has administrative duties in an organization having a firefighting mission. The primary duties are administrative and directly connected with the control and extinguishment of fires. The position requires prior firefighting experience and is clearly in an established career path.

[Signature]
Bureau Program Designee

11/14/97
Date

Marcia L. Scifres
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres

11/13/97
Date

Lester K. Rosenkrance
Director, Office of Fire and Aviation (BLM), Lester K. Rosenkrance

11/13/97
Date

APPROVAL The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement as shown above. Approval is by DOI Secretary's Designee:

Mari Barr
Mari Barr, Secretary's Designee

25 Nov 97
Date

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS <u>NEVADA STATE OFFICE</u>	2. NAME OF INCUMBENT
3. ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED	
11 a. <u>DEPARTMENT OF THE INTERIOR</u>	d. <u>OFFICE OF FIRE AND AVIATION</u>
b. <u>BUREAU OF LAND MANAGEMENT</u>	e. <u>WGB COORDINATION CENTER</u>
c. <u>NEVADA STATE OFFICE</u>	
4. CSC TITLE AND BUREAU POSITION NO.	
<u>Logistics Coordinator</u>	<u>#F223</u>
	SCHEDULE <u>GS</u> SERIES <u>455</u> GRADE <u>5</u>
<input type="checkbox"/> SAME AS PRESENT: AMENDED FOR: <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE	

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT. <div style="text-align: center; font-size: 2em; transform: rotate(-15deg);"><i>See Below</i></div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">(Signature of Supervisor) _____</div> <div style="width: 45%;">(Date) _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">TITLE _____</div> <div style="width: 45%;">TITLE <u>Classification Specialist</u></div> </div>	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">(Signature of Official Exercising Classification Authority) <u>Barbara J. LaHay</u></div> <div style="width: 45%;">(Date) <u>2/14/97</u></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">TITLE _____</div> <div style="width: 45%;">TITLE <u>Classification Specialist</u></div> </div>
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7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE, AND THE ADDITIONS, DELETIONS; OR OTHER REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The following are the modified duties for the full performance GS-7 Position Description (F223):

Upon request/direction processes resource order requests for personnel, equipment, and/or aircraft within the area. Ensures all information relating to the resource order is processed in a timely and efficient manner.

On a daily basis, maintains availability and status of resources both within and outside the area and ensures information is posted in a timely manner.

Operates various telecommunications systems in obtaining electronic mail and other computers utilized in dispatch operations.

Processes daily and weekly fire intelligence information as assigned.

Assists in training new personnel in dispatch procedures. May be assigned as a dispatcher at field offices.

<input checked="" type="checkbox"/> Special Performance Change <input type="checkbox"/> Position Change <input type="checkbox"/> Job Reassignment <input type="checkbox"/> Promotion/Reassignment	<input checked="" type="checkbox"/> FPL: date approved <u>11/21/97</u> <input checked="" type="checkbox"/> FPL: date approved <u>11/21/97</u> <input type="checkbox"/> FPL: date approved _____ <input type="checkbox"/> FPL: date approved _____
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FPL: GS-7
OC: 05
FLSA: NonExempt

SUPERVISORY CERTIFICATION: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature and Title of Immediate Supervisor, and Date 2-12-97

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS <u>NEVADA STATE OFFICE</u>	2. NAME OF INCUMBENT 						
3. ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED							
11 a. <u>DEPARTMENT OF THE INTERIOR</u> b. <u>BUREAU OF LAND MANAGEMENT</u> c. <u>NEVADA STATE OFFICE</u>	d. <u>OFFICE OF FIRE AND AVIATION</u> e. <u>WGB COORDINATION CENTER</u>						
4. CSC TITLE AND BUREAU POSITION NO. <u>Logistics Coordinator</u> <u># F223</u>							
<table style="margin-left: auto;"> <tr> <td>SCHEDULE</td> <td>SERIES</td> <td>GRADE</td> </tr> <tr> <td><u>GS</u></td> <td><u>455</u></td> <td><u>6</u></td> </tr> </table>		SCHEDULE	SERIES	GRADE	<u>GS</u>	<u>455</u>	<u>6</u>
SCHEDULE	SERIES	GRADE					
<u>GS</u>	<u>455</u>	<u>6</u>					
<input type="checkbox"/> SAME AS PRESENT: AMENDED FOR: <input type="checkbox"/> CSC TITLE, <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE							

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7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE, AND THE ADDITIONS, DELETIONS; OR OTHER REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The following are the modified duties for the full performance GS-7 Position Description (F223):

Receives and processes resource order requests for personnel, equipment, and/or aircraft within the logistics unit. Ensures completion of requests are done in a timely and efficient manner by dispatch personnel. Coordinate with Center Manager or ordering unit on resource. Provides assistance on standard operating procedures encountered by lower level logistics personnel.

On a daily basis, determines availability and status of resources both within and outside the area and ensures information is posted in a timely manner.

Operates various logistics telecommunications systems, including Initial Attack Management System, electronic mail and other computer systems.

Process requests for prescribed fire or non-fire resources if resources are not needed for wildfire suppression operations.

As assigned assists in training new personnel in logistics procedures. Participates in training sessions for logistics dispatch functions.

Special Retirement Coverage:	
<input checked="" type="checkbox"/> Firefighter	<input checked="" type="checkbox"/> CSRS: date approved <u>11/25/97</u>
<input checked="" type="checkbox"/> Law Enforcement	<input checked="" type="checkbox"/> FERS: date approved <u>11/25/97</u>
<input checked="" type="checkbox"/> Military Veterans	<input checked="" type="checkbox"/> Secondary Administrative <input type="checkbox"/> Secondary Supervisory

FPL: GS-7
OC: 06
MISA: Non-Exempt

SUPERVISORY CERTIFICATION: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature and Title of Immediate Supervisor and Date 2-12-97

FF Special Retirement Coverage

Standard Position Description (SPD)# F223

Certification of CSRS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed OPM general coverage certification letter dated 07/29/91.

Certification of FERS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed DOI general coverage certification sheet dated 10/02/91.

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Mdders <input checked="" type="checkbox"/> Field		4. Employing Office Location RENO, NV		5. Duty Station RENO, NV		1. Agency Position No. F223	
6. Position (Show any positions replaced) Replaces F222		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Competitive Level Code RKH	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither (5)		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Agency Use FPL:GS7		14. Agency Use Initials Date	
15. Classified/Graded by a. U.S. Office of Personnel Management		Official Title of Position		Pay Plan		Occupational Code		Grade	
b. Department, Agency or Establishment		Range/Forestry Technician*		GS		455/462		07	
c. Second Level Review									
d. First Level Review									
e. Recommended by Supervisor or Initiating Office		Range/Forestry Technician*		GS		455/462		07	
16. Organizational Title of Position (if different from official title) Logistics Coordinator				17. Name of Employee (if vacant, specify) mlh 05-25-90					
18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR				c. Third Subdivision OFFICE OF FIRE & AVIATION					
a. First Subdivision Bureau of Land Management				d. Fourth Subdivision WGB COORDINATION CENTER					
b. Second Subdivision NEVADA STATE OFFICE				e. Fifth Subdivision					
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)					
Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.									
a. Typed Name and Title of Immediate Supervisor CHIEF, OFFICE OF FIRE & AVIATION				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) L. BARKOW Ch Fire & Aviation					
Signature [Signature] Date 2-14-97				Signature (signed) L. BARKOW Date JAN 18 19					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position GS-455/462					
Typed Name and Title of Official Taking Action JULIET D. POWELL Personnel Management Specialist				Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature [Signature] Date 11/21/90									
23. Position Review		Initials		Date		Initials		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
Remarks 00:05 SUBJECT TO DRUG TESTING *Interchangeable based upon primary vegetation of the unit.									

25. Description of Major Duties and Responsibilities (See Attached)

Range/Forestry Technician, GS-455/462-7
Logistics Coordinator
Position No. F223

INTRODUCTION

This position is located in a centralized fire suppression organization which is primarily responsible for supporting fires going beyond the initial attack stages. The primary purpose of this position is to serve as a logistics coordinator in support of requests for manpower, equipment, or aircraft received from sub-units within the organization or other agencies. It has been determined that the employee must have prior firefighting experience and training to anticipate needs, fill requests with appropriate resources, and determine priorities and possible alternatives.

Positions led vary from 1-5 dependent upon fire suppression activity within the area covered (state, zone, and bureau-wide). The positions led may increase in emergency situations by details, and intermittent employees.

DUTIES

A. Is responsible for overseeing the processing of resource order requests for personnel, equipment, and/or aircraft within the logistics unit. Monitors completion of these requests in a timely, efficient manner by lower level logistics personnel. Coordinates with ordering units on resource order timeframes, changes caused by scarcity of resources, and possible future needs if emergency continues. Provides assistance on novel and unusual problems encountered by lower level logistics personnel.

B. On a daily basis, determines availability and status of resources both within and outside the unit and ensures this information is posted in a timely manner by other logistics personnel. Monitors and analyzes information concerning current and forecasted state or zone fire weather and lightning data. Makes recommendations concerning additional or extended manning and prepositioning of resources. Makes recommendations and develops internal office operating plans and state/zone mobilization guides.

C. Operates and/or directs the operation of various logistics telecommunications systems including the Administrative Fire Fighting Information Retrieval System (AFFIRMS), Initial Attack Management System (IAMS), Automated Lightning Detection System (ALDS), electronic mail, and other computer systems.

D. Ensures the completion of daily, weekly, monthly, and season-end reports, records, and summaries as required.

E. Directs the processing of requests from units for prescribed fire or non-fire resources if resources are not needed for wildfire suppression operations.

F. Trains others in logistics office operations. Serves as the lead for the assigned logistics functions. Assists in developing performance standards, assists in explaining standards to employees, and inputs information into performance ratings. Discusses grievances with employees and attempts to resolve them informally. Provides information to supervisor on formal grievances. May approve leave for short time periods in the absence of the supervisor. Monitors and makes recommendations for additional manning during

high fire activity periods; rearranges office schedules to meet specific needs. Recommends overtime for specific situations.

FACTORS

Factor 1, Knowledge Required by the Position

Knowledge of standard fire logistics procedures and guidelines used in the dispatch of personnel, aircraft, equipment, and supplies for wildfire and other emergencies to update guidelines, propose major changes in guidelines, issue instructions for lower level logistics personnel, and resolve novel and/or unusual situations.

Knowledge of fire suppression tactics, methods, procedures and safety regulations as well as specialized firefighting tools and equipment sufficient to (1) perform logistics coordination functions for a variety of agencies with varying internal procedures, (2) assist with or develop information for special reports and briefings, (3) develop alternative logistics procedures/resources when competing units are requesting resources in short supply, (4) update and revise logistics guidelines and procedures for the area serviced, and (5) locate new sources for resources. Prior line firefighting experience and training is required to satisfactorily perform the duties assigned.

Knowledge of fire suppression/prescribed fire computer programs and data output to (1) train other personnel in their use, (2) solve data entry/retrieval problems, and (3) develop operating guidelines and procedures.

Knowledge of standard dispatch/logistics guides; USDI, BLM, OAS, and FAA aviation regulations and administrative requirements; contract, rental and/or charter procurement methods and procedures; and the capabilities and limitations of a variety of fixed rotary aircraft and other tools and equipment common to a firefighting organization in order to determine the best alternative for a specific situation.

Knowledge of the use of maps and their interpretation to gather background data for reports and briefings, and to train others in the use of maps for logistics work.

Ability to serve as a lead/work supervisor.

Ability to communicate effectively both orally and in writing.

Factor 2, Supervisory Controls

This position is under the general supervision of a logistics coordinator or other higher level fire suppression/management specialist. The supervisor defines the scope of the assignment, overall objectives, resources available, and the results expected. The logistics coordinator takes independent action during both routine and emergency situations, determining priorities and anticipating needs within the guidelines and common operating practices. Receives assistance or recommends a course of action to the supervisor when problems of conflicting needs or of a politically sensitive nature arise. Work is reviewed for compliance with overall goals of the organization and effectiveness in providing logistics services and support to users.

Factor 3, Guidelines

Guidelines include state/zone suppression plans and manual supplements, fire mobilization guides, bureau, departmental, OAS, and FAA aviation regulations, fire business management principles, and interagency cooperative agreements. During periods of high logistics support activity, the incumbent must use a high degree of judgment based upon experience, training, and interpretation of guidelines to arrive at safe, cost-effective solutions. Interprets guidelines and procedures for staff. Updates internal guides and procedures.

Factor 4, Complexity

The incumbent provides support to the fire suppression program by acquiring needed people, aircraft, equipment, and supplies from various agencies in order to accomplish the suppression of fires. Selects source of resources required for earliest arrival on the scene. Determines the logistics involved in moving these resources to fire locations. Researches background information and provides input into special reports and briefings. The fire program complexity demands close coordination within the Bureau/other agencies. Actions taken by the incumbent directly impacts the success of the program accomplishments. The work requires identifying choices, determining priorities, choosing alternatives, and taking or recommending actions to be taken for specific suppression efforts.

Factor 5, Scope and Effect

The purpose of the position is to coordinate and/or supervise the coordination of the movement of personnel, equipment, and supplies; relay information; and make reports. The work accomplished affects the ability of fire control personnel to respond in a timely and efficient manner to emergency situations.

Factor 6, Personal Contacts

Contacts occur with personnel at national/regional area coordination centers, state and district offices, other Federal Agencies, the State Forestry Department, private protection agencies, and equipment suppliers and vendors.

Factor 7, Purpose of Contacts

The purpose of the contacts is to obtain information, clarify requests, provide facts, plan and coordinate services, advise on work efforts or status of orders, and, in some cases, resolve problems.

Factor 8, Physical Demands

The duties performed are administrative office duties in support of fire suppression operations. Periods of intense concentration, stress, and many overtime hours are common. May occasionally participate in field camp situations to facilitate program accomplishment. If assigned, must meet the step test and physical requirements for fire camp assignments as a dispatcher.

Factor 9, Work Environment

Work is normally performed in a modern office facility and environment. If assigned to work in fire camps, may be exposed to smoke conditions.